



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

RESEARCH PROGRAM SPECIALIST II

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

IN SACRAMENTO ONLY

WHO SHOULD APPLY

Competition Limited To State Employees Only. Applicants must have a permanent civil service appointment with the Department listed above and meet the minimum qualifications to participate in this examination. **(See General Information, Promotional Examinations Only, for exceptions to this requirement.)**

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **PLEASE INDICATE EXAMINATION TITLE ON YOUR APPLICATION. APPLICATIONS RECEIVED WITHOUT A TITLE WILL BE RETURNED. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

CROSS FILE - TWO CLASSES

If you meet the entrance requirements for this class and for the **Research Program Specialist I**, which has the same final filing date, you may file for both examinations on the same application.

APPLICATION DEADLINE

FINAL FILING DATE: AUGUST 3, 2007

Applications (STD 678) must be **P O S T M A R K E D** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

\$5134 - \$6239 per month

ELIGIBLE LIST INFORMATION

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

WRITTEN TEST DATE

It is anticipated that the **written test** will be scheduled on **SEPTEMBER 22, 2007** in **Sacramento only**.

S E E N E X T P A G E F O R A D D I T I O N A L I N F O R M A T I O N

**RESEARCH PROGRAM SPECIALIST II
LQ70 - 5758**

**FINAL FILING DATE: AUGUST 3, 2007
EXAM CODE: 7BP7502**

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR THIS EXAMINATION BY THE FINAL FILING DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS**

Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made. **AND**

EITHER I

One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of Research Program Specialist I.

OR II

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to Research Program Specialist I.) **and**

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology or a related research-oriented field. This must include or be supplemented by at least **six semester hours in statistics**.

**SPECIAL PERSONAL
CHARACTERISTICS**

Demonstrated ability to act independently; initiative; flexibility; and tact.

THE POSITION

Research Program Specialist II positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the subject matter of their occupations.

Incumbents have responsibility for designing and directing major complex research projects or activities.

**EXAMINATION
INFORMATION**

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

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**EXAMINATION
INFORMATION
(CONTINUED)****WRITTEN TEST WEIGHTED 100%****Scope:****A. Knowledge of:**

1. Research methods and techniques.
2. Application of computerized models to research data.
3. Statistical and other methods used in the analysis and projection of data.
4. Survey methods and analytical techniques.
5. Operations research methods.

B. Ability to:

1. Communicate effectively to individuals and groups related to the area of research.
2. Analyze and make recommendations.
3. Plan and carry out research projects.
4. Prepare and present technical reports.
5. Establish and maintain cooperative relationships with others.

**VETERANS
PREFERENCE**

Veterans Preference credits will not be granted in this examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

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GENERAL INFORMATION (CONTINUED)

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, Fresno, Los Angeles, and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference application form (1090) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. BOX 94289, Sacramento, CA 94295-0001.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.